

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK FOR
ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

REQUEST FOR PROPOSALS SPECIFICATION NO. 02-184

The City of Lincoln, Nebraska intends to enter into a contract and invites you to submit a sealed proposal for:

PRELIMINARY AND FINAL DESIGN OF A 54" WATER TRANSMISSION MAIN

Sealed proposals will be received by the City of Lincoln, Nebraska on or before **12:00 noon Wednesday, September 4, 2002** in the office of the Purchasing Agent, Suite 200, K Street Complex, Southwest Wing, 440 South 8th Street, Lincoln, Nebraska 68508. Proposals will be publicly opened at the K Street Complex, reading only the names of the firms submitting proposals.

Proposers should take caution if U.S. mail or mail delivery services are used for the submission of proposals. Mailing should be made in sufficient time for proposals to arrive in the Purchasing Division, prior to the time and date specified above.

INSTRUCTIONS TO BIDDERS

CITY OF LINCOLN, NEBRASKA

PURCHASING DIVISION

1. BIDDING PROCEDURE

- 1.1 Bidder shall submit six (6) complete sets of the bid documents and all supporting material. All appropriate blanks shall be completed. Any interlineation, alteration or erasure on the specification document shall be initialed by the signer of the bid. Bidder shall not change the proposal form nor make additional stipulations on the specification document. Any amplified or qualifying information shall be on the bidder's letterhead and firmly attached to the specification document.
- 1.2 Bid prices shall be submitted on the Proposal Form included in the bid document.
- 1.3 Bidders may submit a bid on an "all or none" or "lump sum" basis, but should also submit a quotation on an item-by-item basis. Bidding documents shall be clearly marked indicating the kind of proposal being submitted.
- 1.4 Each bid must be legibly printed in ink or by typewriter, include the full name, business address, and telephone number of the bidder; and be signed in ink by the bidder.
- 1.5 A bid by a firm or organization other than a corporation must include the name and address of each member.
- 1.6 A bid by a corporation must be signed in the name of such corporation by a duly authorized official thereof.
- 1.7 Any person signing a bid for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.8 Bids received after the time and date established for receiving bids will be rejected.

2. BIDDER'S SECURITY

- 2.1 Bid security, as a guarantee of good faith, in the form of a certified check, cashier's check, or bidder's bond, may be required to be submitted with this bid document, as indicated of the Proposal Form.
- 2.2 If alternate bids are submitted, only one bid security will be required, provided the bid security is based on the amount of the highest gross bid.
- 2.3 Such bid security will be returned to the unsuccessful bidders when the award of bid is made.
- 2.4 Bid security will be returned to the successful bidder(s) as follows:
 - 2.4.1 For single order bids with specified quantities: upon the delivery of all equipment or merchandise, and upon final acceptance by the City.
 - 2.4.2 For all other contracts: upon approval by the City of the executed contract and bonds.
- 2.5 City shall have the right to retain the bid security of bidders to whom an award is being considered until either:
 - 2.5.1 A contract has been executed and bonds have been furnished.
 - 2.5.2 The specified time has elapsed so that the bids may be withdrawn.
 - 2.5.3 All bids have been rejected.

- 2.6 Bid security will be forfeited to the City as full liquidated damages, but not as a penalty, for any of the following reasons, as pertains to this specification document:

- 2.6.1 If the bidder fails to deliver the equipment or merchandise in full compliance with the accepted proposal and specifications.
- 2.6.2 If the bidder fails or refuses to enter into a contract on forms provided by the City, and/or if the bidder fails to provide sufficient bonds or insurance within the time period as established in this specification document.

3. EQUAL OPPORTUNITY

- 3.1 Each bidder agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age, or marital status. Bidder shall fully comply with the provisions of Chapter 11.08 of the Lincoln Municipal Code.
- 3.2 Successful bidder will be required to comply with the provisions of the City's Affirmative Action Policy (Contract Compliance, Sec. 1.16).
- 3.3 The Equal Opportunity Officer will determine compliance or non-compliance with the City's Affirmative Action Policy upon a complete and substantial review of successful bidder's equal opportunity policies, procedures and practices.

4. DATA PRIVACY

- 4.1 Bidder agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.
- 4.2 The bidder agrees to hold the City harmless from any claims resulting from the bidder's unlawful disclosure or use of private or confidential information.

5. BIDDER'S REPRESENTATION

- 5.1 Each bidder by signing and submitting a bid, represents that the bidder has read and understands the specification documents, and the bid has been made in accordance therewith.
- 5.2 Each bidder for services further represents that the bidder is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the bid documents.

6. INDEPENDENT PRICE DETERMINATION

- 6.1 By signing and submitting this bid, the bidder certifies that the prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; unless otherwise required by law, the prices which have been quoted in this bid have not

been knowingly disclosed by the bidder prior to bid opening directly or indirectly to any other bidder or to any competitor; no attempt has been made, or will be made, by the bidder to induce any person or firm to submit, or not to submit, a bid for the purpose of restricting competition.

7. CLARIFICATION OF SPECIFICATION DOCUMENTS

- 7.1 Bidders shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the specification documents.
- 7.2 Bidders desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least seven (7) calendar days prior to the date and time for receipt of bids.
- 7.3 Interpretations, corrections and changes made to the specification documents will be made by written addenda.
- 7.4 Oral interpretations or changes to the Specification Documents made in any other manner, will not be binding on the City; and bidders shall not rely upon such interpretations or changes.

8. ADDENDA

- 8.1 Addenda are written instruments issued by the City prior to the date for receipt of bids which modify or interpret the specification document by addition, deletion, clarification or correction.
- 8.2 Addenda will be mailed or delivered to all who are known by the City to have received a complete set of specification documents.
- 8.3 Copies of addenda will be made available for inspection at the office of the Purchasing Agent.
- 8.4 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except an addendum withdrawing the invitation to bid, or an addendum which includes postponement of the bid.
- 8.5 Bidders shall ascertain prior to submitting their bid that they have received all addenda issued, and they shall acknowledge receipt of addenda on the proposal form.

9. BRAND NAMES

- 9.1 Wherever in the specifications or proposal form brand names, manufacturer, trade name, or catalog numbers are specified, it is for the purpose of establishing a grade or quality of material only; and the term "or equal" is deemed to follow.
- 9.2 It is the bidder's responsibility to identify any alternate items offered in the bid, and prove to the satisfaction of the City that said item is equal to, or better than, the product specified.
- 9.3 Bids for alternate items shall be stated in the appropriate brand on the proposal form, or if the proposal form does not contain blanks for alternates, bidder MUST attach to the specification documents on Company letterhead a statement identifying the manufacturer and brand name of each proposed alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for

an evaluation. The bidder must indicate any variances by item number from the specification document no matter how slight. Bidder must fully explain the variances from the specification document, since brochure information may not be sufficient.

- 9.4 If variations are not stated in the proposal, it will be assumed that the item being bid fully complies with the City's specifications.

10. DEMONSTRATIONS/SAMPLES

- 10.1 Bidders shall demonstrate the exact item(s) proposed within seven (7) calendar days from receipt of such request from the City.
- 10.2 Such demonstration can be at the City delivery location or a surrounding community.
- 10.3 If bidder does not have an item in the area, it will be at the bidder's expense to send appropriate City personnel to the nearest location to view and inspect proposed item(s).
- 10.4 If items are small and malleable, and the bidder is proposing an alternate product, the bidder MUST supply a sample of the exact item. Samples will be returned at bidder's expense after receipt by the City of acceptable goods. Bidders must indicate how samples are to be returned.

11. DELIVERY

- 11.1 Each bidder shall state on his proposal form the date upon which he can make delivery of all equipment or merchandise. Time required for delivery is hereby made an essential element of the bid.
- 11.2 The City reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the proposal form.
- 11.3 All bids shall be based upon **inside** delivery of the equipment or merchandise F.O.B. the City at the location specified by the City, with all transportation charges paid.

12. WARRANTIES, GUARANTEES AND MAINTENANCE

- 12.1 Copies of the following documents must accompany the bid proposal for all items being bid:
 - 12.1.1 Manufacturer's warranties and/or guarantees.
 - 12.1.2 Bidder's maintenance policies and associated costs.
- 12.2 As a minimum requirement of the City, the bidder will guarantee in writing that any defective components discovered within a one (1) year period after the date of acceptance shall be replaced at no expense to the City. Replacement parts of defective components shall be shipped at no cost to the City. Shipping costs for defective parts required to be returned to the bidder shall be paid by the bidder.
- 12.3 Bidder Warrants and represents to the City that all software/firmware/ hardware/equipment /systems developed, distributed, installed or programmed by Bidder pursuant to this Specification and Agreement.
 - 12.3.1 That all data recognition and processing by the

software/firmware/hardware/equipment/system will include the four-digit-year format and will correctly recognize and process the date of February 29, and any related data, during Leap years; and

12.3.2 That all date sorting by the software /firmware/hardware/ equipment/system that includes a "year category" shall be done based on the four-digit-year format. Upon being notified in writing by the City of the failure of any software/ firmware/ hardware /equipment /systems to comply with this Specification and Agreement, Contractor will, within 60 days and at no cost to the City, replace or correct the non-complying software/ firmware/ hardware/ equipment/ systems with software/firmware/ hardware/equipment/ systems that does comply with this Specification and Agreement.

12.3.3 No Disclaimers: The warranties and representations set forth in this section 12.3 shall not be subject to any disclaimer or exclusion of warranties or to any limitations of Licensor's liability under this Specification and Agreement.

13. ACCEPTANCE OF MATERIAL

13.1 All components used in the manufacture or construction of materials, supplies and equipment, and all finished materials, shall be new, the latest make/model, of the best quality, and the highest grade workmanship.

13.2 Material delivered under this proposal shall remain the property of the bidder until:

13.2.1 A physical inspection and actual usage of this material is made and found to be acceptable to the City; and

13.2.2 Material is determined to be in full compliance with the specifications and accepted proposal.

13.3 In the event the delivered material is found to be defective or does not conform to the specification documents and accepted proposal, then the City reserves the right to cancel the order upon written notice to the bidder and return materials to the bidder at bidder's expense.

13.4 Successful bidder shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of the City of Lincoln, Nebraska, as required by the specification documents or purchase orders.

13.5 Selling dealer's advertising decals, stickers or other signs shall not be affixed to equipment. Vehicle mud flap shall be installed blank side out with no advertisements. Manufacturer's standard production forgings, stampings, nameplates and logos are acceptable.

14. BID EVALUATION AND AWARD

14.1 The signed bid proposal shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award

notifications, or other contract documents appropriate to the work.

14..2 No bid shall be modified or withdrawn for a period of sixty (60) calendar days after the time and date established for receiving bids, and each bidder so agrees in submitting the bid.

14..3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.

14..4 The bid will be awarded to the lowest responsive, responsible bidder whose proposal will be most advantageous to the City, and as the City deems will best serve their requirements.

14..5 The City reserves the right to accept or reject any or all bids; to request rebids; to award bids item-by-item, by groups, or "lump sum"; to waive irregularities and technicalities in bids; such as shall best serve the requirements and interests of the City.

15. INDEMNIFICATION

15.1 The bidder shall indemnify and hold harmless the City, its members, its officers and employees from and against all claims, damages, losses, and expenses, including, but not limited to attorney's fees arising out of or resulting from the performance of the contract, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than goods, materials and equipment furnished under this contract) including the loss or use resulting therefrom; is caused in whole or part by any negligent act or omission of the bidder, any subcontractor, or anyone directly or indirectly employed by any one of them or anyone for whose acts made by any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder.

15.2 In any and all claims against the City or any of its members, officers or employees by an employee of the bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 15.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

16. TERMS OF PAYMENT

16.1 Unless other specification provisions state otherwise, payment in full will be made by the City within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all contract specifications.

17. LAWS

17.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.

REQUEST FOR PROPOSAL SPECIFICATIONS

FOR PRELIMINARY AND FINAL ROUTE DESIGN OF A 54" WATER TRANSMISSION MAIN;
ENVIRONMENTAL ASSESSMENT AND FUNCTIONAL PLANS FOR AN URBAN ARTERIAL
ROADWAY

1. PROJECT INFORMATION

- 1.1 The City intends to retain a professional engineering firm to provide normal and customary preliminary design, functional design and easement plats and text legal descriptions, as required.
- 1.2. The scope of services identified in the RFP are meant to serve as a general description of anticipated project tasks.
- 1.3. It is the City's intent to select the best qualified firm based on their statement of qualifications and recommended project approach which best accomplishes the project objective using cost effective methods.
- 1.4. The city will rely on the firm's competence and experience to develop a final scope of services identifying all necessary tasks, meetings and deliverables.
- 1.5. The following represents an additional transmission main recommendation in the Water System Master Plan; and a urban arterial street identified in the approved 2002 Lincoln Lancaster County Comprehensive Plan.
 - 1.5.1 Design a route for a 54" Transmission Main from the Northeast Pumping Station at 102nd Street & Alvo Road to the Vine Street Reservoir following 98th Street from Alvo Road to Holdrege Street then west to Carlos Drive.
 - 1.5.1.1 Provide easement drawings for the selected alignment.
 - 1.5.2 Prepare The Environmental Assessment and a Functional Design for an Urban Arterial Roadway in the 98th Street Corridor from Cornhusker Hwy. to "A" Street.
 - 1.5.2.1 The City does not have right of entry for that portion of the proposed corridor between Holdrege Street and "A" Street. Aerial Photography is recommended.
 - 1.5.2.2 A 50 mile per hour design speed shall be used when selecting the vertical and horizontal alignment.
- 1.6 General services for each project shall include the following tasks unless otherwise noted in the individual project scope of services.

2. GENERAL SERVICES INFORMATION AND BACKGROUND

- 2.1 **Preliminary Design:**
 - 2.1.1 Develop and evaluate alternatives.
 - 2.1.2 Recommendation of alternative based on cost effectiveness, construct ability or other considerations.
 - 2.1.3 Engineer's opinion of cost for preferred alternative.

- 2.1.4 Surveying necessary to complete preliminary engineering services shall be included in the project fee.
- 2.1.5 Evaluate each project location so that conflicts are avoided with other projects or other future site development features.
- 2.1.6 Deliverables include: letter report on alternative selection and opinion of cost.
- 2.2 **Final Design:**
 - 2.2.1 Prepare final design memorandum that defines selected design , providing layout sketches, conceptual design elements, projects budget and project schedule for completion of the design and construction.
 - 2.2.2 Design progress meetings at 30%, 60% and 90% completion status or as appropriate and agreed upon with the City for the complexity of the project.
 - 2.2.3 Provide copies of all deliverables (except final bid documents).
 - 2.2.4 Final design deliverables shall include the functional plans and easement plats.
 - 2.2.5 Prepare and provide Mylar reproducible sets of drawings in CAD compatible drawing files suitable for transfer to the City's computerized engineering and mapping (CEIS) system and an electronic format CR-ROM record for backup and future corridor development

3. AVAILABLE INFORMATION:

- 3.1 The following is a selected list of the most applicable documents that may be of use in this project.
 - 3.1.1 The information regarding the Transmission Main is available for review at the offices of the Lincoln Water System, 2021 North 27th Street, Lincoln, Nebraska.
 - 3.1.2 Information regarding the existing plans of 98th Street is available for review at the offices of the County Engineer, 444 Cherrycreek Road, Lincoln, Nebraska.
 - 3.1.3 Copies may be furnished by contacting the project coordinator to review or obtain copies.
- 3.2 Applicable Document
 - 3.2.1 Record drawing for the Water Distribution System
 - 3.2.2 Engineering Services, 531 Westgate Blvd., Suite 100, Lincoln, Nebraska.
 - 3.2.3 County Engineering, 444 Cherrycreek Road, Lincoln, Nebraska.
 - 3.2.3.1 Various As Builts and County Plats.

4. REQUIRED SERVICES

- 4.1 The following represents the Water Transmission Mains recommended in the Water Distribution System Master Plan Report dated December 1995, and/or recommendation from the draft Water Master Plan 2002.

- 4.1.1 Master Plan Recommendations
 - 4.1.1.1 Design the most feasible route for approximately 27,500 linear feet of 54" Water Transmission Main from the Northeast Pump Station to the Vine Street Reservoir.
 - 4.1.1.2 Lateral distance from roadway centerline.
 - 4.1.1.2.1 Alvo Road - 50 to 80 feet.
 - 4.1.1.2.2 98th Street - 60 to 90 feet.
 - 4.1.1.2.3 Holdrege east of 79th Street - 50 to 80 feet or 60-90 as necessary
 - 4.1.1.2.4 Holdrege, 79th Street to Carlos Drive
 - 4.1.1.2.5 Carlos Drive withing existing right-of-way 30 feet either side of centerline.
- 4.1.2 Prepare easement drawings and legal descriptions for all properties affected by the approved alignment.
- 4.2 The following represents the Urban Arterial Roadway recommended in Chapter 4 of the approved 2002 Lincoln Lancaster County Comprehensive Plan.
 - 4.2.1 Environment Assessment & Functional Plan for 98th Street from Cornhusker Hwy. to "A" Street within a 120 foot right-of-way.
 - 4.2.1.1 The roadway section from Cornhusker Hwy. to Holdrege Street shall be a median divided 2 + 1 turn lanes facility and graded for a future 4 + 1 centered within the right-of-way.
 - 4.2.1.1.1 98th Street shall not intersect Cornhusker Hwy. at greater than 10° skew from perpendicular.
 - 4.2.1.2 The roadway section from Holdrege Street to "A" Street shall be a median divided 4 + 1 turn lanes facility.

5. **CITY'S RESPONSIBILITIES**

- 5.1 Designate a Project Representative and City Project Team to coordinate work activities of City Project Team, Consultant, and other affected parties.
- 5.2 All maps, drawings, records, audits, annual reports, and other data that are available in the files of the City which may be useful in the work involved under this Contract.
- 5.3 Make all policy and budgetary decisions so as to allow timely completion of the work.

6. **TENTATIVE PROJECT SCHEDULE**

- | | |
|----------------------------|-----------------------|
| Review & Open RFP's | September 4, 2002 |
| Review of RFP (Short List) | September 6, 2002 |
| Interviews Week of | September 13, 2002 |
| Negotiate Scope of Work | September 16-20, 2002 |
| Notice to Proceed | September 23, 2002 |

NOTE: Consultant shall provide tentative dates for Design Completion

7. SUBMITTAL REQUIREMENTS

- 7.1 General Statement of Qualifications
 - 7.1.1 Firm name, address, and telephone number.
 - 7.1.2 Years established and former names.
 - 7.1.3 Types of services particularly qualified to perform.
 - 7.1.4 Names of principals.
 - 7.1.5 Names of key personnel, experiences of each , and length of service with the firm.
- 7.2 Proposal Contents and Evaluations Criteria.
 - 7.2.1 Describe and outline the Firm's approach to performing the work required by this project.
 - 7.2.1.1 Please refrain from repeating the RFP.
 - 7.2.2 Outlines the Proposed Project Schedule to meet the tentative project schedule previously outlines in the RFP.
 - 7.2.2.1 Provisions for meaningful input from City project team during the final design phase of each project are essential and shall be addressed.
 - 7.2.3 Delineate the Project Team and Organization for this project.
 - 7.2.3.1 Include names of key individuals to be assigned to, and work directly on, the project.
 - 7.2.3.2 Describe specific areas and limits of responsibilities for each of the team members and proposed sub-consultants to be utilized.
 - 7.2.3.3 Include a project team organizational chart showing lines of responsibility and extent of involvement for sub-consultants.
 - 7.2.3.3.1 Include resumes for project team members, key individuals, and sub-consultants.
 - 7.2.4 Describe the ability of the firm to meet the intent of required services outlined in this RFP.
 - 7.2.4.1 Time availability of team members to meet the tentative project schedule.
 - 7.2.4.2 Quality Assurance and Quality Control (QA/QC) review procedures to be utilized on this project.
 - 7.2.4.3 Cost estimating and cost control procedures used by firm on similar projects.
 - 7.2.4.4 A state of general qualifications and background experience of the firm and project team members, including sub-contractors in this type of project and work.
 - 7.2.4.5 A comparison to similar projects of similar size and capacity.
 - 7.2.4.6 Listing of types of anticipated assistance that may be required by the Owner.
 - 7.2.4.7 Provide one copy of a report for a similar study and planning project that contains comparable study and design elements.
 - 7.2.4.7.1 The reports will be returned, if desired, after the firm selection process.

- 7.2.4.8 A brief list of contracts of former clients (to include contact person, title, and telephone number) for which your firm was engaged with the past five (5) years to perform similar services as described herein.
- 7.2.4.9 Please limit the submitted proposal to less than twenty-five (25) pages, excluding resumes and City E.E.O. forms.

8. ESTIMATED FEES

- 8.1 Submit your firm's estimate of the proposed fees for services outlined in this RFP on the form attached to this RFP.
- 8.2 Submit one copy of the estimated fees in a separate sealed envelope clearly marked with the firm's name and Project Title noted above.
- 8.3 Proposals will be publicly opened, reading only the names of the firms submitting proposals, not their proposed fees.
 - 8.3.1 Fee envelopes will not be opened until the firms have been ranked (e.g. 1, 2, 3) in accordance with the City's Executive Order 051379 for selection process and procedure.

9. EVALUATION CRITERIA

- 9.1 Understanding of the requirements of this project.
- 9.2 Relevance and suitability of the project approach and schedule to meet the needs of the City.
- 9.3 Qualifications and expertise of the key personnel to be assigned to this project.
- 9.4 Background experience of the firm and the project team, as it directly relates to this project.
- 9.5 Record of past performance on similar projects.
- 9.6 Comments and opinions provided by references.
- 9.7 Quality and cost control procedures to be used on this project. Identify personnel responsible for these control.
- 9.8 Resources of the firm to conduct and complete this project in a satisfactory manner. 9.8.1 Factors to be considered include: current work load (including current work with the City), and ability and willingness to commit the key personnel.
- 9.9 Clarity, conciseness, and organization of proposal.

10. SUBMITTAL PROCEDURES

- 10.1 Submit six (6) copies of your proposal to Mr. Vince M. Mejer, CPPO, CPM Purchasing Agent, City of Lincoln, Suite 200, "K" Street Complex, 440 South 8th Street, Lincoln, Nebraska 68508, no later than the date and time stated in the Request for Proposals.
- 10.2 Mark the outside of the container with the Project number and name.

11. CONTACTS

- 11.1 Engineering Services will be the lead agency for the RFP and the described deliverables.
- 11.2 Contact regarding the development of a proposal shall be made only with the Project Selection Committee Chair, Mr. Jim Visger, Design & Construction Manager, Engineering Services at phone 402-441-7711, fax 402-441-6576, or e-mail at jvisger@ci.lincoln.ne.us.
- 11.3 Any follow-up conversations with City Project Team will be directed by the Chair, if appropriate.
- 11.4 Any addenda to written questions or clarifications directed to Chair will be sent out by the City's Purchasing Division.

DATE: September 4, 2002

The undersigned signatory for the bidder represents and warrants that he has full and complete authority to submit this proposal to the City, and to enter into a contract if this proposal is accepted.

RETURN 6 COMPLETE COPIES OF PROPOSAL AND SUPPORTING MATERIAL.
MARK OUTSIDE OF BID ENVELOPE:
SEALED BID FOR SPEC. 02-184

COMPANY NAME

BY (Signature)

STREET ADDRESS or P.O. BOX

(Print Name)

CITY, STATE ZIP CODE

(Title)

TELEPHONE No. FAX No.

(Date)

EMPLOYER'S FEDERAL I.D. NO.
OR SOCIAL SECURITY NUMBER

ESTIMATED DELIVERY DAYS

E-MAIL ADDRESS

TERMS OF PAYMENT

Bids may be inspected in the Purchasing Division offices during normal business hours, after tabulation by the Purchasing Agent. If you desire a copy of the bid tabulation to be mailed to you, you must enclose a self-addressed stamped envelope with your bidding documents. Bid tabulations can also be viewed on our website at <http://www.ci.lincoln.ne.us/city/finance/purch/specindx.htm>